

FILE ELECTRONICALLY – RENTAL FURNISHINGS - STEP #1



Getting started:

1. Click on “Apply for A TSC Now”. To proceed, you will need the account number assigned by the Property Appraiser’s office and other required information, i.e.; person in charge, contact name, telephone number, email address, person signing the contract and relationship to business, agent or fiduciary.
2. Key in account number of rental and click “Continue”. A TSC# Application will appear with some information provided from our database. Additional information noted above is required. Be sure to give all information requested and check for accuracy. When completed, click “Continue”.
3. The completed CC-599 is then displayed. Review and print at least one (1) copy. (You may want additional copies.) The **original** CC-599 **must be** signed by the owner or a corporate officer and sent to the Charlotte County Property Appraiser’s office for acceptance and activation. Be sure to keep your copy in a secure place, as the TSC number, at the lower left hand corner, is a unique secure number for filing electronically. However, at this point the TSC# has not been activated.
4. Once this office receives a completed CC-599, reviews all information and accepts the agreement, your TSC# will be activated and you will be notified by email. Your Tangible Personal Property Tax Return can then be filed electronically. The TSC# is good for five (5) years, unless revoked by either party.

FILE ELECTRONICALLY – RENTAL FURNISHINGS - STEP#2

1. You must have an activated TSC# to proceed.
2. Click: “Login”, and a screen will appear. Enter account number, TSC# and all other information requested. Click “Continue”.
3. A screen requesting general information will appear. Please complete blank fields, answer all questions, and make any necessary corrections to existing data displayed. When complete, click “Save & Continue”.

Note: “Help” or “Current Return” can also be viewed or printed from this page.

4. The next screen appearing, displays a list of your assets on Charlotte County’s Tangible Personal Property Tax Roll. **Note:** There may be more than 1 page and some line items may be “groupings” of similar assets. Be sure to read instructions first and “Help” screen if needed. You can print a return with assets on the roll prior to changes by clicking “Current Return” at bottom of screen.
 - a. To change existing data without deleting items, click on the appropriate field & make change. Click “Update” at lower left of equipment list. To delete items, see 4c below.
 - b. To make equipment additions, click on  at bottom left or right of equipment list. Select proper class of property, key in description, quantity, etc. and continue across the line. When line is complete, click on  to save. Continue adding property by line until all items reported for the first time are listed. Then click “Update” at lower left of equipment list. If there are no items to be removed, click “Continue”. If you need to remove items, **do not** click “Continue” and see 4c below.

c. To delete assets physically removed during previous year, click on “Removed/Sold” button at far right of the line item to be removed or adjusted. **Note:** You may have physically removed only a portion of the assets appearing on any one line. If so, be certain that the totals are adjusted, rather than deleted.

(1) A window will appear. Be sure to answer all questions and change data shown to reflect removals. Provide specific description and number of items removed in “Notes”. If the quantity of items to be removed is more than the quantity listed, e.g.: “furniture” was reported previously with a cost of \$5,000, but you remove 1 sofa with an original cost of \$600. Indicate in the “Notes” field that only 1 sofa costing \$600 was removed. Click on “Save & Exit” button at bottom left. This takes you back to the “equipment” screen for additional changes if required.

(2) The line item changed should now be highlighted yellow and say “Mod”, in the “Changed” column. Repeat previous steps as needed.

d. When all additions and changes have been made, click on “Update” button before continuing to the next page, which will be “Comments”.

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5. Comment screen – Enter any comment relative to this return or your account, then click on the ”Save & Continue” button.

6. At this point, there are three choices:

a. “Review Return” This button brings up the return’s current image after all additions/removals have been made and saved. The return can be viewed on-line or printed.

- b. “File Return” or “File Amended Return”. If the “File Return” button is selected, the tax return will be electronically filed with the Property Appraiser’s office. The current date will be added to the return as the filing date. The return can then be printed for the taxpayer’s records. The “File Amended Return” button is only displayed if a return has already been filed for the current year. Amended returns should be filed to show any changes needed to correct the original filing for the current year.
- c. “Exit” This button closes the electronic filing program.